

RESIDENT ASSISTANT REFERENCE LETTER FORM

For

RESIDENT ASSISTANT APPLICANTS

Texas A&M University-Commerce

Department of Residence Life

Commerce, TX 75429-3011

Applicant Name (Please Print): _____

Reference Name: _____

Address of Reference: _____

Phone: _____

How long have you known the applicant? _____ years, _____ months

Well

Fairly well

Slightly

Not very well

How well do you know the applicant?

Relationship to applicant?

Directions for person named as reference:

The above named applicant is asking you for your evaluation of his/her personal qualifications for the position as a Resident Assistant (RA). The RA is responsible for 20-60 students assisting and advertising them with academic, social, and personal concerns. RAs serve as peer advisors, resource people, and educational/social programmers for their living area. The RA position is one of great responsibility, so please write your typed recommendation letter with as much detail as possible. Return your reference letter to the Department of Residence Life, Whitley Hall.

Information sought in your reference letter:

Please include in your reference letter information concerning the applicant's skills and qualities. A list of characteristics follows to help you know what our department is looking for.

Attitude: outlook on life, education and vocational opportunities, and meaningful interpersonal relationships.

Concern & sensitivity towards others: concern for others, consideration of others, sensitivity to reactions and feelings of individuals and groups.

Cooperation in a team setting: ability to get along with people in various capacities, ability to share responsibility with others, ability to work on a team.

Initiative: ability to recognize areas/situations needing attention, resourceful, self-motivated.

Judgment: ability to make appropriate and wise decisions, use common sense, handle situations effectively and impartially.

Leadership skills: ability to inspire interest and enthusiasm in others, able to organize the efforts of others.

Responsibility: dependable, prompt, accurate, conscientious, acceptance to responsibility.

Assertiveness: communicates in a direct and honest manner without infringing upon others' rights.

Mental and verbal ability: ability and speed with which to grasp new ideas, clarity of thought, ease of expression.

Thank you for your cooperation and assistance!

Please return form and letter to: Texas A&M University-Commerce Department of Residence Life, Whitley Hall.